



PO Box 1287 431 Quarry Road  
Columbus, MT 59019  
Phone: 406-322-8050 Fax: 406-322-8028  
[astadel@stillwatercountymt.gov](mailto:astadel@stillwatercountymt.gov)

## Request for Pre-application Meeting

Please complete this form and attach all required materials and submit it to the planning department, attention: Subdivision Administrator in order to schedule a pre-application meeting. The Subdivision Administrator will contact you to schedule the pre-application meeting within 30 days.

### Landowner Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant/Subdivider Information (if different from landowner):

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Surveyor/Engineer/Consultant Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Information, existing parcel(s):

Legal description of the subject property:

\_\_\_\_\_  
\_\_\_\_\_

General location/address of property:

\_\_\_\_\_  
\_\_\_\_\_

Proposed name of subdivision \_\_\_\_\_

Size of property in acres \_\_\_\_\_ Number of lots/units proposed \_\_\_\_\_

Existing use \_\_\_\_\_ Proposed Use \_\_\_\_\_

How will water/sewer be provided \_\_\_\_\_



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**Required Attachments:**

- \_\_\_ Existing Conditions Map. May be a freehand sketch drawn directly on a print of a topographic map of the area proposed for division on a scale that is adequate to show the property and should include: location, approximate boundaries of existing tracts of record, general description of terrain, natural features on the land (water bodies, floodplains, steep slopes, etc.), existing structures and improvements, existing utilities and other facilities serving the site, and existing easements and rights of way.
- \_\_\_ Proposed Improvement Map. May be a freehand sketch drawn directly on a print of a topographic map of the area proposed for division at a scale that is adequate to show the property and should include: proposed lot boundaries, proposed public and private improvements, proposed locations of utilities and other facilities serving the site, proposed easements and rights of way, proposed parkland, trails, or other common areas.
- \_\_\_ Documentation on the current status of the site, including: ownership information, buyers under contract, rights of first refusal for the property, water rights, existing covenants or deed restrictions.

**Please provide a one paragraph narrative of the proposed subdivision:** \_\_\_\_\_

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**This form is only a record of a pre-application meeting between the applicant and the Stillwater County Planning Department. The applicant is hereby notified that this completed form, as well as anything discussed at the related meeting, does not guarantee Stillwater County's approval or conditional approval in any way of the applicant's proposed subdivision.**

Landowner: \_\_\_\_\_

Date: \_\_\_\_\_

Subdivider (if different than landowner): \_\_\_\_\_

Date: \_\_\_\_\_



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*This application must be signed by the landowner(s) or subdivider(s) of the subject property.*